

Polisi Iechyd a Diogelwch Ysgol Pen Barras 2025



Lluniwyd y polisi canlynol gan ddefnyddio fersiwn diwygiedig o bolisi Cyngor Sir Ddinbych. Datblygwyd y polisi gyda chydweithrediad staff ac aelodau Is bwyllgor Iechyd a Diogelwch Ysgol Pen Barras.

1. Cyfrifoldebau a Threfniadaeth

Mae gan **Ysgol Pen Barras** fel “Corff Corfforaethol” a chyflogwr gyfrifoldeb i gydymffurfio â Deddf “Iechyd a Diogelwch yn y Gwaith etc” 1974, ei is-ddeddfwriaeth a darpariaeth statudol arail. Mae yna hefyd ddyletswydd foesol i ystyried lles ei gweithwyr ac eraill a allai gael eu heffeithio gan ei gweithrediadau a’i gweithgareddau.

Mae gan yr ysgol ddyletswydd benodol dan y Ddeddf i baratoi ac adolygu cyn amled ag sy’n angenrheidiol, Bolisi Iechyd a Diogelwch a dwyn y Polisi i sylw ei staff ac eraill a allai gael eu heffeithio gan ei gweithrediadau a’i gweithgareddau.

Mae gan yr **Awdurdod Lleol** ddyletswydd i gydymffurfio â gofynion statudol Deddf “Iechyd a Diogelwch yn y Gwaith etc” 1974. Caiff rhai swyddogaethau (ond nid y *ddyletswydd*) eu dirprwyo i’r Prifathro a Bwrdd y Llywodraethwyr.

Prifathro a Bwrdd y Llywodraethwyr

Bydd y Prifathro fel uwch-aelod staff yr ysgol ynghyd â Bwrdd y Llywodraethwyr yn nodi strwythur y llinell reoli ar gyfer Iechyd, Diogelwch a Lles yn yr ysgol ac yn ystod gweithgareddau perthynol.

Y person uwch sydd â chyfrifoldeb dirprwyol am reolaeth weithredol materion Iechyd, Diogelwch a Lles (Prifathro)

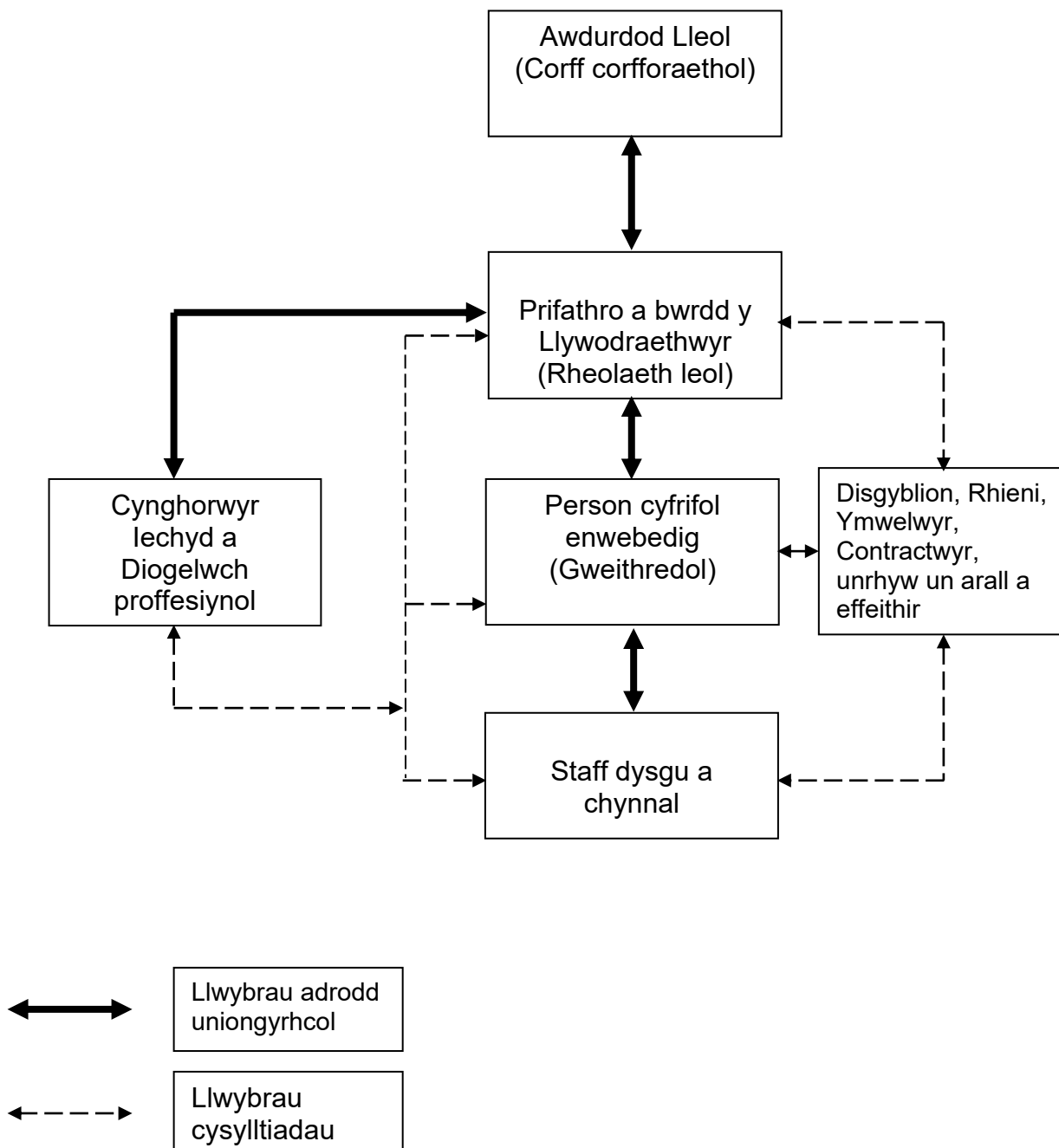
Bydd y person sydd â rheolaeth weithredol am faterion Iechyd, Diogelwch a Lles yn cydweithredu â’r Llywodraeth Leol i sicrhau bod yr ysgol yn cydymffurfio â deddfwriaeth Iechyd a diogelwch gyfredol a’i dyletswyddau moesol.

Staff dysgu a chynnal

Mae staff dysgu a chynnal yn atebol i’r pennaeth am sicrhau bod rheolau a gweithdrefnau sydd yn eu lle ar gyfer Iechyd a diogelwch yn cael eu dehongli a’u gweithredu’n gywir.

Disgyblion, rhieni, ymwelwyr, contractwyr ac eraill

Mae gan bob person gyfrifoldeb cyfreithiol a moesol am lechyd a Diogelwch gan y gall eu gweithrediadau neu ddiffyg gweithrediadau eu rhoi eu hunain ac eraill mewn perygl. Fe gaiff dyletswydd gofal pob unigolyn ei gyfathrebu'n glir drwy'r ysgol ac yn ystod pob gweithgaredd. Fe gaiff y neges ei hatgyfnerthu'n rheolaidd a'i hailadrodd mewn ffordd glir sy'n nodi safonau a dulliau disgwylidiedig o adrodd materion.



Ffigwr 1. Diagram o Drefniadaeth Iechyd a Diogelwch Ysgol

Mae'r drefniadaeth wedi ei chrynhai yn ffigwr 1 uchod.

Mae'n rhaid i holl staff **Ysgol Pen Barras** sicrhau:

- Eu bod yn gwbl hyddysg â Polisi Iechyd a Diogelwch yr ysgol.
- Eu bod yn cydweithredu'n llawn â'u cyflogwr i ganiatáu i'r ysgol gyfarfod â'i dyletswyddau statudol.
- Eu bod yn cymryd gofal rhesymol ohonynt eu hunain ac eraill a allai gael eu heffeithio gan eu gweithrediadau neu eu hesgeulustod.
- Peidio ymyrryd yn fwriadol neu'n anystyriol â neu gam-drin unrhyw beth a ddarperir o ran iechyd a diogelwch.
- Bod pob anaf, digwyddiad a digwyddiadau peryglus yn cael eu hadrodd i'r person priodol ar unwaith.
- Eu bod yn gwbl hyddysg â'r holl drefniadau Tân sy'n gymwys i'r ardal y maent yn gweithio ynddi.
- Defnyddio'r holl gyfarpar a ddarperir er diogelwch personol yn unol â'r hyfforddiant a dderbyniwyd a'u bod yn cael eu cynnal mewn cyflwr da ar gyfer eu defnyddio ac adrodd unrhyw ddiffygion.
- Eu bod yn defnyddio pob eitem waith a ddarperir gan yr ysgol yn briodol ac yn unol â'r hyfforddiant a'r cyfarwyddiadau a dderbyniwyd i'w defnyddio'n ddiogel.
- Eu bod yn adrodd unrhyw gyfarpar neu sefyllfaoedd anniogel i'w rheolwr llinell ar unwaith.

Is-bwyllgor Iechyd a Diogelwch Ysgol Pen Barras

Bydd yr Is-bwyllgor Iechyd a Diogelwch yn cynnwys gynrychiolwyr penodedig o fwrdd y llywodraethwyr, Pennaeth a'r dirprwy bennaeth yn cyfarfod bob tymor i drafod unrhyw faterion iechyd a diogelwch. Gellir galw cyfarfodydd arbennig pan fydd amgylchiadau'n galw am hynny. Caiff y cyfarfod ei gadeirio gan y prifathro neu ddirprwy penodedig a chaiff y cofnodion eu cyflwyno yng nghyfarfod llawn nesaf Bwrdd y Llywodraethwyr a chopi i'w ffeilio. Bydd adroddiad gan aelod o'r is-bwyllgor yn eitem agenda parhaol ar gyfer holl gyfarfodydd llawn Bwrdd y Llywodraethwyr.

Bydd yr is-bwyllgor yn darparu fforwm ar gyfer ymgynghori o ran yr holl faterion iechyd a Diogelwch sy'n berthynol i'r Ysgol a'i gweithgareddau; i hwyluso hynny mae'r holl staff i'w hysbysu o ddyddiadau cyfarfodydd yr is-bwyllgor. Gellir gwahodd Arbenigwr Iechyd a Diogelwch i ymuno â chyfarfod arbennig os bydd angen.

Bydd cylch gwaith yr is-bwyllgor yn cynnwys:

- Hyfforddi a rhannu gwybodaeth i weithwyr, disgyblion ac eraill ar iechyd, diogelwch a lles.

- Strategaethau asesu risg, datblygu a chynnal systemau gwaith diogel ynghyd â hyrwyddo ymwybyddiaeth o ddiogelwch a lles.
- Datblygu a chynnal cyfleusterau galwedigaethol iechyd a lles.
- Newidiadau i ddeddfwriaeth iechyd a diogelwch a allai effeithio ar weithgareddau'r ysgol.
- Data perfformiad damweiniau, ac adroddiadau ynglŷn ag anafiadau difrifol a neu ddigwyddiadau sydd wedi codi.
- Effeithiolrwydd presennol polisi'r ysgol ar ddiogelwch ac iechyd.
- Adroddiadau a gwybodaeth berthnasol arall a ddarperir gan unrhyw ffynhonnell sydd ag oblygiadau diogelwch ac iechyd potensial, neu sy'n faterion na ellir eu datrys y tu allan i'r pwyllgor.
- Unrhyw faterion perthnasol eraill a gyfeirir ato.

Cworwm

Y cworwm gofynnol ar gyfer pob pwyllgor fydd:

- Cadeirydd
- Cynrychiolydd penodedig o Fwrdd y Llywodraethwyr

2. Trefniadau ar gyfer Iechyd a Diogelwch

- Bydd rheolaeth risg holl weithgareddau / weithrediadau'r ysgol yn cynnwys ymgymryd â rhaglen systematig o asesiadau risg. Canlyniadau'r rhain fydd systemau gwaith diogel. Fe gedwir cofnodion dogfennol o bob asesiad risg, systemau gwaith diogel a mesurau rheoli eraill.
- Mae llawlyfr yr ysgol ar Iechyd a Diogelwch yn esbonio elfennau allweddol trefniadau polisi Iechyd a Diogelwch yr ysgol. Fe gedwir y llawlyfr yn y swyddfa gyffredinol lle gellir ei ddarllen ar gais.
- Mae trefniadau ar gyfer peryglon penodol, risgiau, digwyddiadau, ymwelwyr, contractwyr, gwaith mawr, argyfyngau, cysylltiadau, adrodd damweiniau etc i'w cael yn fanwl yn y llawlyfr. Mae safle'r data hwn yn y llawlyfr wedi ei nodi ar dudalen y cynnwys.
- Fe gedwir llyfrgell o wybodaeth cyfeirio a ddarperir gan y Sir yn swyddfa'r ysgol ar fformatau papur ac electronig. Dylid defnyddio'r wybodaeth hon wrth ddatblygu, gweithredu a chynnal systemau iechyd a diogelwch.
- Fe fydd yr ysgol yn ymglymu gwasanaethau arbenigwyr Iechyd a Diogelwch a ddarperir gan Gyngor Sir Ddinbych i gynorthwyo gyda datblygu, cynnal, monitro, archwilio ac adolygu systemau ysgol.

3. Monitro perfformiad Iechyd a Diogelwch

Caiff effeithiolrwydd y polisi Iechyd a Diogelwch a safonau Iechyd a Diogelwch a gyflawnir yn yr ysgol eu monitro'n weithredol gan yr Is-bwyllgor Iechyd a Diogelwch

- Fe ddatblygir cynllun Iechyd a Diogelwch i gefnogi'r polisi. Fe drafodir cynnydd yn erbyn y cynllun yng nghyfarfodydd yr Is-bwyllgor Iechyd a Diogelwch ac yn amlach os bydd angen. Fe ddefnyddir y cynllun i nodi gweithrediadau a gweithgareddau arfaethedig ynglŷn ag Iechyd a Diogelwch e.e. teithiau diogelwch, cyfarfodydd a digwyddiadau / prosiectau mawr.
- Taith Iechyd a Diogelwch.

- Caiff teithiau diogelwch cynlluniedig ffurfiol o'r ysgol a'i gweithgareddau eu trefnu ar gyfer tîm priodol o leiaf unwaith y tymor.
- Bydd y tîm archwilio'n cynnwys dau aelod o'r Is-bwyllgor Iechyd a Diogelwch.
- Fe gofnodir y teithiau ac fe lunnir rhestr weithrediadau sy'n nodi'r gweithrediadau angenrheidiol, y rhai sydd i weithredu, adnoddau sy'n angenrheidiol a'r graddfeydd amser. Bydd gweithrediadau ar ffurf adferol i'w gwneud ar unwaith a gweithrediadau tymor hirach i ddelio'n fwy gydag achosion craidd.
- Archwiliad diogelwch anffurfiol.
 - Bydd yr holl staff dysgu a chynnal yn nodi materion iechyd a diogelwch sydd angen delio â nhw yn ddyddiol.
 - Bydd staff yn adrodd pob mater sylweddol i'r Prifathro.
 - Lle bo hynny'n angenrheidiol, fe atelir gweithgareddau'r ysgol i atal unrhyw risg afresymol i iechyd, diogelwch a lles unrhyw un a allai gael ei effeithio gan y gweithgareddau.
- Cyfarfodydd staff
 - Bydd Iechyd a Diogelwch ar agenda pob cyfarfod staff. Bydd y staff yn rhydd i drafod unrhyw faterion fydd ganddynt.
- Cyfarfodydd staff cynnal.
 - Bydd Iechyd a Diogelwch ar agenda pob cyfarfod o'r staff cynnal. Bydd y staff yn rhydd i drafod unrhyw faterion fydd ganddynt.
- Gwybodaeth i ddisgyblion
 - Fe wneir disgyblion yn ymwybodol o'r angen i greu a chynnal amgylchedd ysgol ddiogel ac iach. Fe anogir disgyblion i gyfranogi adborth a chefnogi materion iechyd a diogelwch.
- Monitro adweithiol.
 - Fe adroddir pob damwain, anafiadau, digwyddiadau, digwyddiadau a fu bron â digwydd a chwynion ar ffurflen adrodd. Mae ffurflenni adrodd ar gael yn swyddfa'r ysgol. Fe roddir cymaint o wybodaeth ag sydd bosib ar y ffurflenni er mwyn ymchwilio a dadansoddi data.
 - Caiff yr holl ddamweiniau, anafiadau, digwyddiadau, digwyddiadau a fu bron â digwydd a chwynion eu harchwilio hyd lefel priodol gyda'r bwriad o ddysgu oddi wrth ganlyniad.
 - Fe ellid dod ag arbenigwyr Iechyd a Diogelwch i mewn i gynnal ymchwiliadau lle bo hynny'n addas..
 - Fe adroddir digwyddiadau i'r Awdurdod Gweithredol Iechyd a Diogelwch fel y'i diffinnir yn Rheoliadau Adrodd ar Anafiadau, Clefydau neu Ddigwyddiadau Peryglus" (RIDDOR)

4. Adolygu

Caiff y polisi hwn ei adolygu'n flynyddol neu gyn gynted ag sy'n briodol. Fe gynhelir adolygiadau ynghynt os bydd yna unrhyw newidiadau sylweddol i amgylchiadau'r ysgol.

5. Atodiadau

Atodiad R1: Bydd y **Prifathro a Bwrdd y Llywodraethwyr** yn:

- sicrhau bod trefniadau rheoli digonol yn bod i'r ysgol gydymffurfio â gofynion Deddfwriaeth Iechyd a Diogelwch a chynnal a gweithredu ei Pholisi Iechyd a Diogelwch.
- sicrhau dyraniad adnoddau ac amser digonol i gynnal Trefniadau Iechyd, Diogelwch a Lles priodol ac effeithlon.
- sicrhau cysylltiadau a chydweithrediad effeithiol ar faterion Iechyd a Diogelwch yn ystod pob gweithgaredd sy'n gysylltiedig â'r ysgol
- sicrhau bod pob aelod o'r staff sydd wedi eu nodi yn y Polisi hwn yn deall eu cyfrifoldebau Iechyd a diogelwch penodol, a gwneud trefniadau i fonitro eu perfformiad.
- sicrhau cyfarfod ag amcanion y Polisi ac adolygu'r Polisi fel y bo'n addas i sicrhau cydymffurfiaid parhaus â deddfwriaeth gyfredol a deddfwriaeth a addaswyd.

Atodiad R2: Bydd y **Person uwch sydd â chyfrifoldeb dirprwyedig am reolaeth weithredol materion Iechyd, Diogelwch a Lles (Pennaeth)** yn:

- darparu ffocws ar gyfer materion Iechyd a diogelwch a chydlyniaid Polisi'r ysgol, yn cynnwys ei ffurfio a'i adolygu.
- sicrhau bod mesurau effeithiol ar gyfer Iechyd a diogelwch yn eu lle, yn cynnwys asesiadau risg addas a digonol, systemau gwaith diogel, gweithdrefnau a mesurau rheoli eraill.
- sicrhau bod trefniadau effeithiol ar gyfer adrodd damweiniau, anafiadau a digwyddiadau yn eu lle.
- deall gofynion adrodd a sicrhau adrodd i Awdurdod Gweithredol Iechyd a Diogelwch fel sy'n ofynnol yn ôl Rheoliadau Adrodd ar Anafiadau, Clefydau neu Ddigwyddiadau Peryglus 1995" (RIDDOR).
- sicrhau bod rhaglen hyfforddi yn ei lle ar gyfer hyfforddiant Iechyd a diogelwch.
- creu a chadeirio fforwm rheolaidd (is-bwyllgor Iechyd a Diogelwch) ar gyfer trafod materion Iechyd a Diogelwch rhwng rheolaeth, staff a buddgyfranogwyr eraill.
- sicrhau bod rhaglen ar gyfer archwilio Iechyd a Diogelwch yn flynyddol yn ei le i gwmpasu holl agweddau ar weithgareddau sy'n ymwneud â'r ysgol
- cynhyrchu adroddiad Iechyd a Diogelwch blyneddol sy'n rhoi asesiad o gydymffurfiaid â rheoliadau statudol.
- ceisio cyngor arbenigol ar faterion Iechyd a diogelwch fel y bo'r angen.
- sicrhau bod staff newydd yn cael hyfforddiant cynefino ac yna hyfforddiant adfywio ar gyfnodau priodol.
- sicrhau bod staff cydnabyddedig sy'n gynrychiolwyr undeb lafur yn cael cyfleusterau priodol a chydweithrediad er mwyn gallu ymgymryd â'u dyletswyddau.
- adolygu adroddiadau damweiniau, anafiadau a digwyddiadau i sicrhau cwblhau'n gywir ac adrodd i Awdurdod Gweithredol Iechyd a Diogelwch fel y bo'r angen.

Atodiad R3: Bydd y **staff dysgu a chynnal** yn:

- sicrhau na fydd gweithgareddau yr ymgwymerir â nhw gan weithwyr neu ddisgyblion yn creu risgiau i weithwyr neu ddisgyblion eraill nac i aelodau'r cyhoedd.
- sicrhau gwneud a chofnodi asesiadau risg a sicrhau bod mesurau rheoli priodol a digonol yn cael eu sefydlu o ganlyniad.
- sicrhau bod y Polisi, gweithdrefnau a rheolau a rheoliadau perthnasol yn cael eu cyfleu i bob gweithiwr, disgybl ac eraill a'u bod ar gael iddynt yn rhwydd fel y bo'r angen.
- sicrhau bod y disgyblion yn deall cyfarwyddiadau iechyd a diogelwch a monitro eu cydymffurfriad.
- sicrhau nad yw diogelwch, iechyd a lles disgyblion ac eraill a allai gael eu heffeithio gan weithgareddau sydd dan eu rheolaeth, yn cael eu rhoi mewn perygl afresymol.

Mae'r polisi hwn yn fersiwn dalfyredig a diwygiedig o ddogfen Cyngor Sir Ddinbych. Cafodd ei gyflwyno i'r Corff Llywodraethol ar 17/09/25



Ysgol Pen Barras Health and Safety Policy 2025

The policy was developed using the abridged and modified version of the Denbighshire County Council document and was developed in conjunction with Ysgol Pen Barras staff and members of the Governing Body Buildings and Health and Safety Sub Committee.

1. Responsibilities and Organisation

Ysgol Pen Barras as a "Body Corporate" and an employer has a responsibility to comply with the Health & Safety at Work etc. Act 1974, its subordinate legislation and other statutory provision. There is also a moral duty to consider the wellbeing of its employees and others who may be affected by its operations and activities.

The school has a specific duty under the Act to prepare and as often as necessary revise, a written Health & Safety Policy and bring the Policy to the attention of its staff and others who may be affected by its operations and activities.

Local Authority (LA) has a duty to comply with the statutory requirements of the “Health and Safety at work etc.” Act 1974. Some functions (but not the *duty*) are delegated to the Head teacher and Board of Governors.

Head Teacher and Board of Governors

The Head Teacher as the senior member of the school staff along with the Board of Governors will identify the line management structure for Health, Safety and Welfare within the school and during related activities.

Senior person with delegated responsibility for the operational control of Safety, Health and welfare matters (Head Teacher)

The person with operational control for Health, safety and Welfare matters will co-operate with the LA to ensure that the school complies with current health and safety legislation and its moral obligations.

Teaching and support staff

Teaching and support staff are accountable to the head for ensuring that rules and procedures in place for health & safety are interpreted and implemented correctly.

Pupils, parents, visitors, contractors and others

Every person has a legal and moral responsibility for Health and Safety because their actions or inactions may put themselves or others at risk. The duty of care that rests with all individuals will be clearly communicated throughout the school and during all activities. This message will be regularly reinforced and reiterated in a clear manner that identifies expected standards and methods of reporting issues.

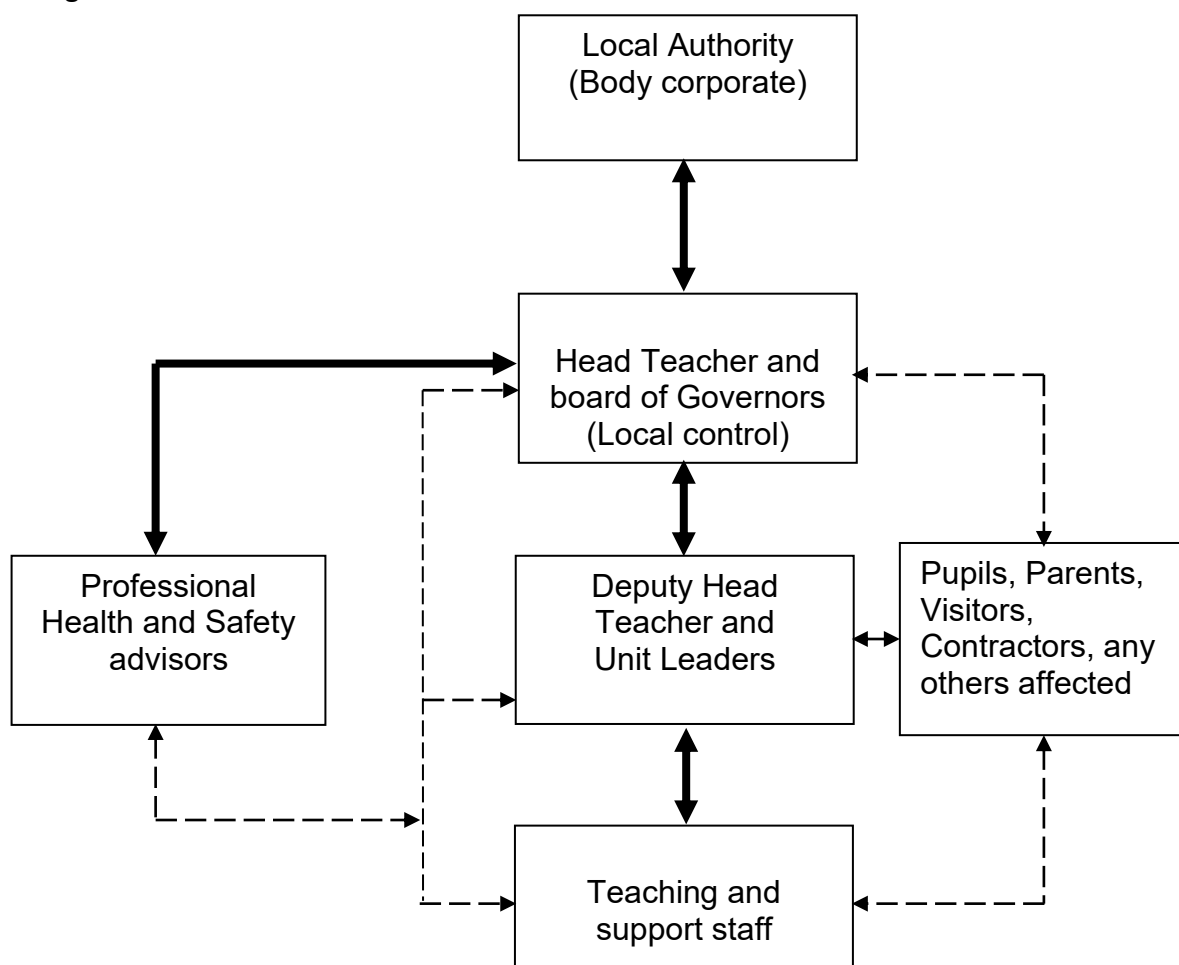


Figure 1. Ysgol Pen Barras Health and Safety Organisation Diagram.
The organisation is summarised in figure 1, above.

SPECIFIC RESPONSIBILITIES OF EACH INDIVIDUAL OR GROUP ARE DETAILED IN APPENDICES R1 TO R3.

All Ysgol Pen Barras staff must ensure that:

- They are fully conversant with the school Health & Safety Policy.
- That they co-operate fully with their employer to allow the school to meet its statutory duties.
- That they take reasonable care of themselves and others who may be affected by their acts or omissions.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interest of health & safety.
- All injuries, incidents and dangerous occurrences are immediately reported to the appropriate person.
- They are fully conversant with all Fire procedures applicable to the area they are working in.
- All equipment provided for personal safety shall be used in accordance with training received and is maintained in good condition for use with all defects being reported.
- They must use all work items provided by the school correctly and in accordance with training and instructions they received to use them safely.
- They must report any unsafe equipment or situations directly to their line management.

Ysgol Pen Barras Health & Safety Sub-Committee

The Health and Safety Sub-Committee comprising of appointed representatives from the board of governors, Head Teacher and Deputy Head teacher will meet every once every term to discuss any health and safety issues. Extraordinary meetings may be called where circumstances dictate. The minutes will be presented at the next full meeting of the Board of Governors and a copy filed.

Reporting the minutes of the sub committee shall be a standing agenda item for all full Board of Governors meetings.

This sub-committee will provide a forum for consultation with regard to all Health and Safety matters related to the School and its activities; to facilitate this all staff are to be kept informed of dates of the sub-committee meetings. A Health and Safety Specialist may be invited to join a particular meeting if the need arises.

The remit of the sub-committee shall include:

- The training of and the distribution of information to employees, pupils and others on health, safety and welfare.
- Risk assessment strategies, the development and maintenance of safe systems of work together with the promotion of safety awareness and welfare.
- The development and maintenance of occupational health and welfare facilities.
- Changes to health and safety legislation which may affect the school's activities.
- Accident performance data, and reports concerning serious injuries and or incidents which have arisen.
- Current effectiveness of the school policy for safety and health.
- Reports and other relevant information provided by any source which has potential safety and health implications, or are matters which cannot be resolved outside of the committee.
- Any other relevant matters referred to it.

Quorum

The quorum required for each committee meeting will be half of the designated Health and Safety Sub Committee Members.

2. Arrangements for Health and Safety at Ysgol Pen Barras

- Risk management of all activities / operations of the school shall comprise undertaking a systematic program of risk assessments. The outcomes of these shall be safe systems of work. Documentary records will be maintained of all risk assessments, safe systems of work and other control measures.
- The school manual for Health and Safety explains the key elements of the school Health and Safety policy arrangements. The manual is held in the Head teacher's office where it may be viewed on request.
- Arrangements for specific hazards, risks, occurrences, visitors, contractors, major works, emergencies, communications, accident reporting etc are detailed within the manual. The position of this data within the manual is identified on the contents page.
- A library of reference information provided by the County is held in the school office in electronic formats. This information should be used when developing, implementing and maintaining the health and safety systems.
- The school will engage the services of Health and Safety specialists provided by Denbighshire County Council to assist in the development, maintenance, monitoring, auditing and review the school systems.

3. Monitoring Health and Safety performance at Ysol Pen Barras

The effectiveness of the Health and safety policy and the standards of Health and Safety achieved in the school will be actively monitored by the Health and safety sub-committee.

- A Health and Safety plan **will** be developed to support the policy. Progress against the plan will be discussed at Health and Safety sub-committee meetings and more frequently if required. The plan will be used to identify proposed actions and activities with regard to Health and Safety e.g. safety tours, meetings and major occurrences / projects.
- **Health and Safety tour.**
- Formal planned safety tours of the school and its activities will be programmed to take place by a suitable team at least once per term.

The inspection team will consist of any two members of the Health and Safety Sub-Committee.

The tours will be recorded and an action list drawn up that identifies actions required, action owners, and resources required and time scales. Actions will take the form of immediate remedial actions and longer term actions aimed more at dealing with root causes.

- **Informal safety inspection.**

On a daily basis all teaching and support staff will identify Health and safety issues that require action.

Staff will report all significant issues to the Head Teacher.

Where necessary school activities will be halted to prevent unreasonable risk to the health, safety and Welfare of anyone who may be affected by the activities.

Staff meetings

Health and Safety will be on the agenda of staff meeting when needed. Staff will be free to discuss any issues they have during meetings. Issues may also be passed on to Unit Leaders to be raised in Senior Management Meetings. (Held weekly on Tuesday Mornings at 8.15am)

- **Pupil information.**

Pupils will be made aware of the requirement for creating and maintaining a safe and healthy school environment. Pupils will be encouraged to participate in feeding back and supporting health and safety issues.

- **Reactive monitoring.**

All accidents, injuries, incidents, near misses and complaints will be reported on a report form. Reporting forms are available from the school office. As much information as possible will be entered onto the forms to enable investigation and analysis of data.

All reported accidents, injuries, incidents, near misses and complaints will be investigated to an appropriate level with a view to learning from them.

Health and Safety specialists may be brought in to carry out investigations where appropriate.

Incidents will be reported to the HSE as defined by the "Reporting of injuries diseases and dangerous occurrences regulations" (RIDDOR)

4.Review

This policy will be reviewed every two years or sooner as appropriate. Earlier reviews will occur if there are any significant changes to the school circumstances.

5.Appendices

Appendix R1. The Head Teacher and Board of Governors will:

- ensure that adequate management arrangements exist for the school to comply with the requirements of Health & Safety Legislation and maintain and implement its Health & Safety Policy.
- ensure allocation of adequate resources and time to maintain sound and efficient Health, Safety & Welfare Arrangements.
- ensure effective communication & co-operation on matters of Health & Safety during all school related activities.
- ensure that all members of staff identified within this Policy understand their specific health & safety responsibilities, and make arrangements to monitor their performance.
- ensure that the Policy objectives are met and that the Policy is reviewed as appropriate to secure continued compliance with current and modified legislation.

Appendix R2: The Senior person with delegated responsibility for the operational control of Safety, Health and welfare matters (Head Teacher) will:

- provide a focus for health and safety matters and co-ordination of the school Policy, including its formation and review.
- ensure that effective measures for health & safety are in place, including suitable and sufficient risk assessments, safe systems of work, procedures and other control measures.
- ensure effective arrangements for accident, injury and incident reporting and investigation are in place.
- understand the requirements of and ensure reporting to the HSE is carried out as required by the "Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995" (RIDDOR).
- ensure that a training programme is in place for health & safety training.
- create and chair, a regular forum (Health & Safety sub-committee) for the discussion of Health & Safety issues between management, staff and other interested parties.
- ensure that a programme for annual Health & Safety auditing is in place to encompass all aspects of school related activities
- produce an annual Health & Safety report that gives an assessment of compliance with statutory regulations.
- seek expert advice on health and safety matters as may be appropriate.
- ensure that all new staff are taken through health and safety induction training followed by refresher training at suitable intervals.
- ensure that recognised staff trade union representatives are provided with appropriate facilities and co-operation so that they may carry out their duties.
- review accident, injury and incident reports to ensure correct completion and report to the HSE as required.

Appendix R3: The Teaching and support staff will:

- ensure that activities carried out by employees or pupils will not create risks to other employees, pupils, members of the general public.
- ensure that risk assessments are carried out and recorded and that suitable and sufficient control measures are put in place as a result.
- ensure that the Policy, procedures and relevant rules and regulations are communicated to and readily available to all employees, pupils and others as may be necessary.

- ensure that pupils understand instructions for health & safety and to monitor their compliance.
- ensure that the safety, health and welfare of pupils and others who may be affected by activities under their control is not put at unreasonable risk.

This policy is an abridged and modified version of the Denbighshire County Council document.

The Policy was presented to the Governing Body at Ysgol Pen Barras on 17/09/25